The Office of Small Business Development

Applying for Recertification Interlocal with the School District of Palm Beach County

Interlocal Program Certification Agency Partners:

City of West Palm Beach, Palm Beach County Office of Small Business Development (OSBD), or Miami-Dade County Public Schools Office of Community Partnerships, Education and Business Access.

Step 1: Request a completed and signed Interlocal Cover Sheet from your certifying agency. You will need this information to complete our online application.

City of West Palm Beach..... 561-282-1286
Palm Beach County (OSBD)..... 561-616-6840
Miami-Dade County Public Schools.....305-995-1321

Step 2: Fill Out the Online Certification Application

- Visit palmbpalmbeachschools.gob2g.com and log in.
- Select “Apply for/Renew Certification“ and answer the prompted questions.

Step 3: Confirm Your Certification Status

- Click "Your firm would like to submit a **Recertification** application with The School District of Palm Beach County."

Step 4: Choose Your Certification Type

- Select “You previously received SBE Certification with The School District of Palm Beach County (SDPBC) through the Inter-local Program (since you were originally certified with The City of West Palm Beach, OR Palm Beach County, OR Miami-Dade County Public Schools), you have renewed your certification with one of those agencies, and you would like to renew your certification with SDPBC.”

Upon completing these steps, you’ll proceed to the **Recertification Interlocal SBE Application**. Here, you’ll fill out the following sections to complete:

- Section 1: Business Profile
- Section 2: Business Information
- Section 3: Ownership and Control
- Section 4: Financial Information and Inventory
- Document List

For further assistance, contact:
Timothy Kimball
Business Analyst (Certification)
timothy.kimball@palmbeachschools.org
561-681-2418

Certification with the District is not guaranteed and is dependent on your firm's eligibility with our program guidelines.

Updated 1-23-26